



Tender Specifications
Offsetting the climate impacts of flights (Carbon Offsets)
Open call for tenders EEA/ADS/06/007

1. Background

The European Environment Agency (EEA) aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy making agents and the public. The EEA's responsibility for the environment requires not only high professional standards for all its products but also leadership in the environmental management and performance of all its activities. Therefore it introduced an Environmental Management Auditing Scheme (EMAS).

With the EMAS the EEA commits itself to minimising its negative environmental impacts, to continuously improving its environmental performance and to complying with all environmentally relevant legislation in its host country. Travel on behalf of the EEA (i.e. by its employees, contractors and visitors) is one of its main environmental impacts. In 2005, EEA's staff and guests realised more than 4,000 flights which – according to an internal calculation – caused additional emissions of approximately 540 tonnes CO₂. Despite growing efforts to reduce the need for air travel, the number of EEA flights and their climate impacts is likely to increase in the forthcoming years due to growing number of staff and additional responsibilities.

EEA has been introducing measures to reduce the need for travel, in particular by air, and to encourage the use of less environmentally harmful transport modes such as rail and other public transport. In 2006, the EEA committed itself to offset the climate impacts of all remaining flights on behalf of the EEA by introducing a carbon credit scheme. The EEA evaluated several options for a carbon credit scheme, including buying allowances from the EU Emission Trading Scheme (ETS). Due to the high allocation of allowances within the ETS' first trading period, the EEA does not wish to buy ETS allowances for the years 2006 and 2007. Instead, the EEA seeks to buy carbon offsets from a company or institution that provides such offsetting services outside the ETS.

The EEA will be communicating its carbon credit policy widely and will encourage partners and clients to follow its example of offsetting the climate impact of travel activities.

2. Description of the task to be performed

The contractor shall ensure a sufficient level of activities to offset the aggregated climate impact of all flights on behalf of the EEA for the years 2006 and 2007. This

applies to around 4,000 flights a year, mostly within Europe¹. The contractor shall provide transparent information about the offsetting activities and their proper implementation.

The contract should be effective at the end of 2006 and cover the years 2006 and 2007. Depending on the experience with the carbon offsets, the environmental evaluation of offsetting projects, and the development of the EU Emission Trading Scheme, the EEA may decide to prolong the contract for up to a total of four years. The calculation of the climate impacts of the respective flights in terms of CO₂ equivalents will be done by the EEA and will not be part of the tasks to be performed by the contractor.

3. Requirements for tenderers

This call for tender aims at selecting an environmental offset strategy for the climate change contribution of EEA's flight activities. It shall ensure that the carbon offset scheme provided is environmentally beneficial, reliable, effective and administrable as possible. It shall also provide a more transparent picture of the diverse market of carbon offset. In this respect the outcome of this market evaluation might be published to encourage other institutions to follow the EEA example. Accordingly, providers of carbon offsetting services are asked for detailed information specified below.

3.1 Criteria for the exclusion of tenderers

Candidates or tenderers shall be excluded if

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the Agency can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Agency or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they have been convicted for an environmental offence in the exercise of the profession;

¹ The exact number of flights and the related climate impact (including other effects than CO₂) per year will be available within the first three months of the following year.

- g) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with the contractual obligations.
- h) they are subject to a conflict of interest;
- i) they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Candidates or tenderers must certify that they are not in one of the situations listed above. The tenderer shall provide an auto-declaration, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the grounds for exclusion apply to the tenderer (See Annex 1).

3.2 Legal Capacity

Any tenderer will be asked to prove that she or he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

The tenderer should provide an identification sheet (Annex 2) duly filled out and signed, a copy of inscription in trade register, where applicable, and a copy of inscription in VAT registers.

3.3 Award criteria

The contract will be awarded to the tender with the best price-quality ratio, taking into account the following criteria:

- 1) *Quality* of the offsetting projects (max. 65 points),
- 2) *Technical and professional capacity* (max. 10 points),
- 3) *Environmental policy* (max. 5 points)
- 4) *Price* for the offset of one tonne of CO₂-equivalent (max. 20 points).

Criterion 1):

Offsetting projects must be effective, additional, sustainable, reliable and transparent with an appropriate process of selection, implementation, management, monitoring and verification. To obtain a high score under this award criterion, projects must be in line with the requirements of the Gold Standard for carbon credits (see <http://www.cdmgoldstandard.org/>). The highest score can be achieved if in addition a substantial amount of projects are located within the European Union.

To this end, the following documentation must be provided:

- a) a list and description of projects that are proposed to offset the climate impacts of EEA flights.

- b) a description of the procedure to select, implement, verify, monitor and control the offsetting projects.

These documents will primarily be analysed by the EEA to identify the tender with the best ratio of price and quality. Furthermore, the EEA may use the information to provide a market overview on carbon offsets. Tenderers are asked to accept that any information on technical and professional issues may be made publicly available and analysed for purposes outside the scope of the EEA's offsetting strategy. This does not apply to information for which tenderers explicitly express confidentiality (e.g. on the price).

Criterion 2):

The tenderers shall provide detailed and structured information their technical and professional capacity. In this respect, evidence should be furnished on the basis of documents presenting the company and describing its activities.

Criterion 3):

The tenderer shall describe the environmental policy of the company or present evidence of environmental management measures.

Criterion 4):

For the price, the points will be awarded using the formula:
(lowest rate / rate of the tender being considered) x 20%

4. Environmental Considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The successful tenderer will, therefore, be requested to consider the EEA environmental management guidelines in their work, in particular those relating to business travel, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://org.eea.europa.eu/documents/emas>

Moreover, we strongly recommend the tenderers to submit the tenders in an environmentally friendly way, as follows:

- enclosing only material mentioned in the technical specifications (no additional material);
- printed on both sides of paper;
- without plastic folders or binders;
- with consecutive page numbering and with a list of contents.